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2006

CC-1181-267
7 APR 1981

DD/A REGISTRY

FILE: *Personnel*

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Director of Personnel Policy, Planning,
and Management

FROM: [REDACTED] 25X1
Director of Communications

SUBJECT: Request for Approval of Non-Standard
Work Schedule (U)

REFERENCE: [REDACTED] 25X1

1. It is requested that approval be granted to establish, on a trial basis, a non-standard work schedule for the Office of Communications [REDACTED] (C) 25X1

2. [REDACTED] a 24-hour a day communications facility, staffed by 28 watch-stander personnel. These personnel comprise four watch teams who are currently working 8-hour shifts in a seven evening, seven day and seven midnight watch rota (Attachment A). This watch rota has the employee working 20 or 21 days of each 28-day period with seven or eight days off, depending upon staffing levels and the need for overtime. The proposed watch rota (Attachment B) calls for each watch team to work alternating 36 and 48-hour work weeks at 12 hours per watch. Based on a 28-day period, the employee would work a total of 168 hours. Again, the eight hours overtime scheduled into the watch rota would not be worked unless necessary. While the total number of hours worked is the same for each watch rota, the extended shift periods offer the following advantages: 25X1

a. an increased operational efficiency within Station resulting from fewer shift changes,

b. compensating for personnel shortages,

c. improved morale resulting from extended break periods between shift changes. The proposed shift will include one-half hour for meal periods. (C) 25X1

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

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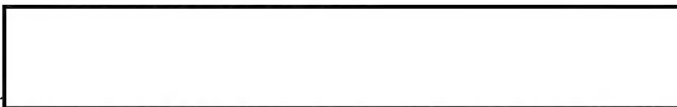
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3. Based on the above, it is recommended that approval be granted to implement the proposed 12-hour watch rota (Attachment B) for a 90-day trial period beginning 19 April 1981. (U)



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Attachments:
As Stated Above



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Deputy Director for Administration

18 JUN 1981

Date

APPROVED:



25X1

4-22-81

Date

Director of Personnel Policy, Planning,
and Management

*Approval of the non-standard work schedule, for the Office of Communications, [redacted] is granted with the following provisions:

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- a. One-half hour of the 12-hour proposed shifts will be for a meal period.
- b. Employees at the GS-11 and below level will be paid overtime for work in excess of 80 hours in a two-week, 80-hour pay period.
- c. Proposed non-standard work schedule must reflect the specific day(s) in which the regularly scheduled overtime is established on a pre-determined and fixed basis.
- d. Employees entitled to Sunday, holiday or night differential pay will receive such pay, when appropriate, for hours worked not in excess of 12 within a regularly scheduled work day.
- e. When a holiday falls on the first scheduled day off, the preceding work day will be considered a holiday. Holidays falling on any other scheduled day off will result in the first subsequent work day being considered a holiday.
- f. Annual and sick leave will be charged according to leave taken against the employee's established work schedule.
- g. Otherwise, the provisions [redacted] will remain unchanged and will pertain to the irregular work schedule.

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ATTACHMENT A

CURRENT WATCH SCHEDULE

	S 16	M 17	T 18	W 19	T 20	F 21	S 22	S 23	M 24	T 25	W 26	T 27	F 28	S 29	S 30	M 1	T 2	W 3	T 4	F 5	S 6	S 7	M 8	T 9	W 10	T 11	F 12	
1	*	*	E	E	E	E	E	E	E	*	*	D	D	D	D	D	D	D	*	M	M	M	M	M	M	M	*	*
2	E	E	*	*	D	D	D	D	D	D	D	*	M	M	M	M	M	M	*	*	*	*	*	E	E	E	E	
3	M	M	M	M	M	*	*	*	*	E	E	E	E	E	E	E	*	*	D	D	D	D	D	D	D	*	M	
4	D	D	D	D	*	M	M	M	M	M	M	M	*	*	*	*	E	E	E	E	E	E	E	E	*	*	D	

ATTACHMENT B

PROPOSED WATCH SCHEDULE

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
M	-	-	D	D	D	-	-	-	M	M	M	-	-	-	D	D	-	-	-	M	M	M	-	-	-	D	P
-	D	D	-	-	-	M	M	M	-	-	-	D	D	D	-	-	M	M	M	-	-	-	D	D	D	-	-
D	-	-	M	M	M	-	-	-	D	D	D	-	-	-	M	M	-	-	-	D	D	D	-	-	-	M	M
-	M	M	-	-	-	D	D	D	-	-	-	M	M	M	-	-	D	D	D	-	-	-	M	M	M	-	-